



Equality & Diversity Policy

Document Specification:			
Purpose:	To set out NALP's commitment to the ideals of ensuring all learners, staff and other connected parties are treated equally and fairly and that they comply with all equality and diversity regulation and legislation including, but not limited to The Equality Act 2010		
Accountability:	NALP Governing Board	Responsibility:	Responsible Officer
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National Association of Licensed Paralegals (NALP)

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1. Responsibility

NALP recognises its legal responsibility to ensure that, through its policies, procedures and actions, everybody who accesses its qualifications or otherwise uses the services offered by NALP, is treated fairly, with respect, with dignity and on an equal basis, in line with all current equalities legislation including, but not limited to, The Equality Act (2010).

NALP is committed to the prevention of discrimination on any grounds and actively seeks to promote diversity, equality and inclusivity in relation to access and entitlement to its qualifications and other services.

- All centres will be expected to have a clear commitment in support of this objective.
- All NALP staff, centres, examiners and other connected third parties, including consultants, etc. are required to support diversity and equality, both in spirit and in practice.
- All NALP staff, centres, examiners and other connected third parties, including consultants, etc., are provided with guidance and training in relation to diversity and equality as appropriate to their position or connection with NALP.

2. Aims

NALP aims to ensure that:

- Its qualifications and employment are open to all, regardless of race, culture, religious faith, marital status, disability, employment status, nationality, ethnic origin, age, sexual orientation or gender.
- The content and assessment of its qualifications do not discriminate, and allow for the widest diversity of Learners.
- The style and language of its documentation do not reflect stereotyped or biased attitudes.
- All staff involved with assessment apply a non-discriminatory approach.
- Its Centres must ensure that no Learner is subject to unfair discrimination on any of these grounds in relation to access to assessment and to the fairness of the assessment.
- Its Centres have an effective Learner appeals procedure which includes the right to appeal on the basis of discrimination.
- NALP maintains an appeals policy and procedure that includes the right to appeal based on actual or perceived discrimination.

3. Access to Assessment

NALP aims to ensure that any qualifications it makes available are appropriate for those with learning, reading, seeing, hearing and/or mobility difficulties. To this end, during the development of its qualifications, NALP includes steps to ensure there is no bias in the format, content or language of its syllabuses, nor any use of assessment methods or assessment materials, which might place unnecessary barriers to specific groups of Learners, subject to maintaining the integrity and credibility of qualifications. These requirements form part of the Design, Development and Review of Units, Qualifications and Assessments Policy.

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NALP maintains a published Reasonable Adjustments and Special Considerations Policy which describes the procedures for dealing with Learners with particular assessment requirements.

In addition, NALP operates an Appeals Policy which conforms to regulatory requirements.

4. Implementation

NALP takes all necessary action to ensure that this equality and diversity policy is effectively implemented:

- In the selection and actions of all those working for or on behalf of NALP.
- In the design and development of qualifications it makes available
- In the assessment, moderation and evaluations of qualifications it makes available
- By flexible interpretation of rules and regulations which may otherwise inhibit the access or performance of Learners with special assessment requirements, provided that this does not unreasonably affect the standards, quality and integrity of the qualifications.

5. Approved Centre Responsibility

Approved Centres must ensure that Learners are informed of the existence of this policy and are required to advise NALP of any issues, or potential issues which may arise, at the earliest opportunity.

Any failure to fulfil the commitments therein should be brought to the attention of NALP. Any non-compliance with this Policy or the Centre's legal responsibility in this regard could result in the Centre being subject to an investigation under NALP's Malpractice and Maladministration Policy, including the imposition of sanctions.

6. Learner Responsibility

In the first instance, Learners should inform their Approved Centre of any matter of concern in relation to this policy.

If the issue is not resolved satisfactorily by the actions of the centre through the application of its internal policies and procedures, Learners may approach NALP directly. Any such contact will be dealt with via NALP's Complaints Policy.